

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carol Granfield, Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** June 8, 2015  
**CC:** All Departments



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**Interim Town Administrator:** This week involved continued evaluation of resumes received for the Town Administrator position along with reaching out to some qualified individuals that would be a good fit for the position. Essay questions to be responded to by semi-finalists were developed and finalized. Material pertaining to Administrative Regulations was finalized and approved by the Selectmen as well as discussed with Department Heads at the Staff Meeting. Final work was completed on a personnel issue with meetings with employees and the Department Head. Arrangements were discussed with Attorney Broth to present a training session to some employees. Final work was processed on a benefit personnel issue. I reviewed the Historical Society space with Scott Kinmond in preparation for the upcoming goal setting session of the Selectmen. I discussed the content of the Employee Assistance Program with the current benefit provider. I provided guidance to some departments and employees on varied issues during the week. I will be in the office all day Tuesday, Thursday and Friday morning.

**Administrative Liaison's Report:** Administrative Liaison Kinmond worked with the Administrative staff to finalize the weekly Selectmen's agenda, and worked on coordinating the upcoming work session for June 11<sup>th</sup>. In so doing, scheduled attendees were provided with lunch menus (due 6/9 at 4 p.m.), and the facility was reviewed with Interim TA Granfield. Photographs were forwarded of the Green Up Clean Up Day at States Landing to Recreation Director Kuethe. The monthly Department Head Staff meeting was held and the mid-term personnel evaluations were reviewed which are due in by 7/31/15. Interim TA Granfield reviewed the implementation of the Administrative Regulations #1, 2 & 3.

**Finance & Personnel:** Nothing to report this week.

**Assessor:** Vision will be sending letters this week to taxpayers whose property was measured from the exterior in the past few months, but an interior inspection was not made. These properties could be a recent sale, a property with a building permit, or a property in the area of Town subject to the cyclical measure and list. The letters will be requesting those property owners to schedule an inspection between June 22 and July 2, including Saturday June 27 (morning only). These dates have been chosen to include those taxpayers who are in Town for the holiday, while still allowing enough time for Vision to process any changes before sending out letters with the proposed new property values and schedule informal hearings. I signed the Intent to Cut Timber on map 048-009.

**Tax Collector:** The 2015 first real estate tax bill was mailed May 21, 2015. Payments began to come in right away with the first walk-in taxpayer on Tuesday, May 26<sup>th</sup> at 8:15 am. As of this date, Monday, June 8<sup>th</sup>, we have already received and processed just over \$2.3M. I have spent 30+ hours trying to locate "primary" owners who have moved and not informed us of their new mailing address. So far I have located and forwarded tax bills to 60 "primary" owners. I am also in the process of trying to locate 50 "multiple owners" who are to receive duplicate copies of the tax bills due to their ownership interest

in a property however their tax bills have also been returned. I continue to receive return tax bills daily. I have prepared seven tax abatements- five due to errors found either by my office or the assessing office and two due to a change to Exempt Status for non-profits.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The rainy weather in the beginning of the week allowed for some shop clean up as well as scheduled equipment maintenance. The leaf box and vacuum were placed on truck #15 and the water tank added to truck #6 for next week's scheduled gravel road grading. This water tank will be filled with brine to spray on dirt roads to control the dust. Surplus items were picked up by the buyers and the employee lotto winners left minimal surplus items which needed to be disposed of at the transfer station. EO Martel attended a two day backhoe class at UNH T2. As the week began to clear the crew began trimming trees that were obstructing signs near Hanson Mill and roadside brush was chipped. Also, low hangers on Lee Road as well as tree cutting began in preparation for the paving project. Long Island Beach was raked for the weekend, as well as States Landing Beach cleaned up of brush, pine needles, leaves and sign removal. Small washouts on Sheridan Road were fixed with the grader and for the roads scheduled for repaving, rocks were marked out for removal. Staff attended the Spring JLMC training by Inter-local Trust on nutrition and the hydration challenge. Agent Kinmond signed the contract for plantings at the Webster property on Alpine Park Road due to a tree trimming issue. Agent Kinmond presented the DPW's Capital requests to the CIPC, moved the Milfoil collection trailer to Lee's Mill Landing, and met with the 2015 Road Program - Road Rehabilitation low bidder. Agent Kinmond also met with the Town Engineer and Surveyor for States Landing and the Village Sidewalk project. Agent Kinmond met with a Holland Hill Cemetery plot owner/family in reference to cemetery rule changes/compliance. Agent Kinmond met with the property owner regarding Assessor's appraisal on land acquisition at Wentworth Shores and Shaker Jerry Road. Agent Kinmond and Office Assistant Hoyt assisted the 2015 Senior Class with the design and acquisition of a new directional signage for Blake Road and Academy Drive.

**Facility & Grounds:** The F&G crews have been busy cleaning up cemeteries from leaves and limbs as well as adding some loam and seed to needed areas. The grounds crew has begun the second mowing of the Playground, common areas and Cemeteries. Facility Worker Daigneau attended to a of couple restroom complications and fixed a counter top at the PSB. Agent Kinmond and FW Daigneau met with potential janitorial contractors for the pre-bid inspection, and met with NHEC electrical supply vendor for fixtures for the NHEC energy grant. Agent Kinmond worked with a funeral home to schedule a full burial at Mason Cemetery on June 10<sup>th</sup>.

**Waste Management Facility:** Co-Manager Filpula reported that the summer is now upon us and seasonal users need to be reminded of the recycling procedures at the facility. The facility shipped two 30 yard containers of mixed paper. The WMF has received some seasonal staffing assistance with the hiring of Reese Werren and Zeke Davis. These workers have started dismantling microwaves and are about half way through the pile, which will then be shipped as scrap metal, with the hazardous components packaged for proper disposal. Co-Manager Filpula reported that they will be shipping two clean wood containers and one 30 yard shingle container this coming week. Office Assistant Hoyt worked with WMF staff to assist with cash registry implementation and staffing shortages.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 556 log entries, which included the following calls for service, 101 motor vehicle stops, 8 assists to Fire/EMS, 0

Directed Patrols, 1 arrest, 5 complaints, 1 MV Accident, 4 MV Complaints, 7 residential alarms, 4 commercial alarms and 3 K-9 complaints.

**Moultonborough Fire Department:** Year to date there has been 305 calls for emergency service. For the period of 5/29/15 to 06/4/15 there were 18 calls for service: (10) Medical Emergencies, (1) Assist Police call, (1) Authorized Control Burning call, (2) Good Intent Calls, and (2) False Fire Alarms. MFR received automatic aid from Center Harbor on four calls.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:51 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:30 minutes

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:40 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

**Operations:** During the week of 5/29/15 to 6/4/15 there were 7 requests for information and 5 fire permits were issued. The monthly Officer's Meeting was held on 6/1/15.

**Training:** Five Department personnel along with the fireboat attended Lakes Region Mutual Fire Aid's Fire Rescue Boat Rodeo held at the Weirs Beach docks on 6/2/15. Fireboats from Meredith, Moultonborough, Tuftonboro, Wolfeboro, Gilford, Laconia and Gilmanton attended. Departments attending showed off their boats and equipment with personnel and spectators touring the boats. The event was topped off with a parade of boats in the bay off of Weirs Beach, which was filmed by Remote Aerial Solutions LLC using a drone. The video can be seen at their Facebook page.

### **Office of Development Services Planning:**

**Planning:** The Master Plan Steering Committee met last Monday and agreed to meet jointly with the Planning Board this Wednesday at 6 p.m. for an open roundtable discussion on master plan concepts, issues and direction. All are very welcome to attend and participate. I attended the LRPC Transportation Advisory Committee meeting last Wednesday to review the changes to the Road Safety Audit programs and how it may affect the Town's applications for said program at Redding Lane and other locations. (This safety audit is traditionally free to the towns, but the requirements have been greatly tightened up, most likely for funding shortfall reasons). I also heard a presentation on the possibility of regional cost sharing for materials and construction brokered by the Planning Commission. I will speak with Scott about this. I attended the annual NH Planners Association Conference where the keynote speaker spoke about how traditional zoning stifles resiliency (by managing and controlling development and infill uses), which in turn may keep village centers from effectively meeting social and economic needs of residents. It is an interesting theory that supports (without stating so) the concept of form-based zoning.

**Code & Health:** I issued 6 building permits and 7 subcontractor permits. I have reviewed and approved 13 building permit applications waiting for the fee to be paid and picked up. I reviewed and approved 3 new septic designs and sent them off to the state. I reviewed and approved 3 septic design amendments. I received one complaint on a new structure with possible zoning violations that I will inspect next Monday. I submitted the Playground's June water test on Wednesday and should have the results in a few days.

**Human Services:** Nothing to report this week.

**Recreation Department:** Last week the outdoor summer Pickleball programs began at Playground Drive and will run on Monday, Wednesday and Friday mornings. The Wink Tapply Playground Director's Workshop took place for summer staff training. There were many sessions for the staff to choose from during the all-day event! On Tuesday, June 9, the first local Granite State Track Meet will take place at The Nick in Wolfeboro. Local meets will also take place on June 16 in Moultonborough, and on June 23 in Meredith. The Early Bird Registration discount for summer camp ends this Wednesday, June 10. Registrations will continue to be accepted at the regular cost until June 24. On Friday, MRD will host a Teen Open Mic Night from 7-9 p.m. and participants will gather and share their talents once again.

**Important Dates to Remember**

**Joint Board of Selectmen & School Board Meeting, June 9, 2015, 7 PM**

**Board of Selectmen's Goal Setting Follow-Up/Work Session (Primex) June 11, 2015, 10 AM- 2 PM**

**Cancelled Selectmen's Meeting, June 11, 2015, 7 PM**

**Selectmen's Meeting, June 18, 2015, 7 PM**

**Selectmen's Work Session, June 25, 2015, 4 PM**

**Happy 4<sup>th</sup> of July! All Non-Essential Depts. Closed, July 3, 2015**

**\*Staff Meeting, July 10, 2015, 9 AM\***